

CHECK LIST/ SOPS / PRE- REQUISITES OF THE MATTERFOR TRANSFER OEP LICENCE REQUIREMENT UNDER SECTION 12(2) OF EMIGRATION ORDINANCE, 1979.

The proposed Overseas Employment Promoter (OEP) provide following documents to the Bureau of Emigration and Overseas Employment for grant of fresh / transfer of OEP licence through concerned Protector of Emigrants in triplicate

S. No	Documents required	Annex
1.	Application on prescribed Form-2	
2.	Bank Challan of Rs. 5,000/- as application fee deposited in the NBP, F-8 Markaz, Islamabad.	
3.	Original OEP Licence	
4.	Photocopy of computerized N.I. Card of applicant / Partner.	
5.	Good Conduct/ Character Certificate from D.P.O /Dist.: Nazim of respective area the applicant belong to capital will get this certificate from District Magistrate ICT and the applicant belong to Tribal Areas will get from Political Agent of respective Areas.	
6.	Computerized Certificate from Income Tax Department showing Tax no	
7.	Bio-Data of applicant / partner showing name, father's name, date of birth, qualification, occupation, phone number, & permanent/ present address	
8.	Bio Date of father / Husband of the applicant /partner showing father's name etc	
9.	Specimen signature of applicant / Managing Director who will signe FSA and other documents on behalf of his firm	
10.	Name, address, occupation, phone number of two respectable persons on responsible position who know the applicant(s) for the last five years along with attested copy of CNIC of references	
11.	Bank certificate of current account of applicant.	
12.	Five Passport Size photographs of applicant/partners duly attested (two on the front and three on back side respectively)	
13.	Proposed name of firm / agency (approved by the competent authority). The same Name will be approved.	
14.	Affidavit on Stamp paper value of Rs.50/- duly attested by Notary Public / Oath Commissioner	
15.	Current account Bank transaction statement of last six months showing closing balance up to Rs. 0.5 Million in the name of applicant / partners or Property documents to show the financial soundness of applicant(s). Property documents must be attested by the authorities concerned	
16.	Education Certificate (Minimum Metric)	
17.	Undertaking (Prescribed Performa) on Stamp Paper value of Rs, 50/- duly attested by Notary Public/ Oath Commissioner.	
18.	Article and Memorandum of Association/ Partnership Deed (Form-C) duly ratified by the concerned Court required as procedure. (In the case licence be transferred from Sole Proprietor to the Partnership).	
19.	Article of the Memorandum of Cancellation/Cancellation Deed (Form-D) duly ratified by the concerned competent court of Law required as procedure. (In the case licence be transferred from Partnership to the Sole).	
20.	Succession Certificate duly issued by the competent court of Law (In the case OEP passed away.)	
21.	NOC from legal heirs duly verified by the concerned Protector of the area of Jurisdiction.	
22.	I.B Report (Bureau will ask report from D.I.B).	

A check list on prescribed Performa for issuance of list/ transfer of OEP licence shall be signed by the Deputy Director, (BE&OE) and the applicant along with the indication of mission documents (if any) if Deputy Director has any observations, he shall put them in writing on the check list. Check list will be in triplicate One copy will be given to applicant, and one will be sent to the Ministry. Third copy will be retained by BE&OE want entertain incomplete cases.

Signature of OEP _____

Signature of Director/PE office _____